



U.S. MISSION TO ITALY - OFFICE OF HUMAN RESOURCES

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 09 – 35

OPEN TO:
(See definitions
on last page)

- 1. Appointment Eligible Family Members (AEFMs) – All Agencies**
- 2. Current U.S. Citizen and Foreign National Employees – All Agencies**
(Ordinarily Resident and Not Ordinarily Resident)
- 3. U.S. Citizens and Foreign Nationals**
(Ordinarily Resident and Not Ordinarily Resident)

POSITION: **NEW MEDIA ASSISTANT**
Public Affairs Office
American Embassy, Rome
FSN-7: FP-7*

OPENING DATE: **July 24, 2009**

CLOSING DATE: **Original closing date of August 7, 2009 extended to August 28, 2009**

WORK HOURS: **Full-time; 40 hours/week**

SALARY: ***Not Ordinarily Resident: \$33,817 gross p.a. (Starting salary)**
(Position Grade: FP-7 to be confirmed by Washington)

***Ordinarily Resident: Euro 31,470 gross p.a. (Starting salary)**
(Position Grade: FSN-7)

NOTE: With the exception of Appointment Eligible Family Members, all other categories must have the required work and residency permits before being able to apply for local positions in Italy.

The American Embassy in Rome is seeking candidates for the position of “**New Media Assistant**” in the **Public Affairs Office**, available immediately.

BASIC FUNCTIONS AND MAJOR DUTIES OF THE POSITION

Under the supervision of the New Media Coordinator, the “New Media Assistant” designs and develops the multimedia content for effective placement on the Tri-Mission websites and various new media outlets. S/he also performs a variety of additional functions in support of Tri-Mission Italy and Public Affairs multimedia and new media activities that include but are not limited to the following:

- Support and maintain the existing PA presence on new media sites, monitor the Italian new media environment, and stay abreast of new developments;
- Support PA and Tri-Mission operations by designing and producing a variety of multimedia web-based and printed products to feature selected programs and events;
- In coordination with the New Media Coordinator, develop and implement the PA and Tri-Mission branding, and provide expert advice on the application of graphic design principles;

- Collaborate with the PA team of digital media editors and actively participate in the planning of new media content for programs and events;
- With guidance from the New Media Coordinator, apply advanced technical skills to edit and produce professional video and multimedia materials for placement on a variety of web-based platforms;
- Develop and implement visual elements to include within multimedia products to maximize their impact.

QUALIFICATIONS REQUIRED

NOTE: *All applicants are instructed to address the selection criteria detailed below with specific and comprehensive information supporting each criterion. Language, Abilities and Skills may be tested during the selection process.*

Education: Completion of secondary school or equivalent.

Prior work Experience: Three years of experience in the field of applied new media technologies, graphic design, video editing and post-production, and desktop publishing.

Language: English requirement: Level IV (fluent), spoken and written.
Italian requirement: Level IV (fluent), spoken and written.

Knowledge: Knowledge of U.S. and Italian government, institutions, culture and history.
Advanced knowledge of new media technologies and social media environments.
Specialized knowledge in the design and development of digital media products and the application of design principles to electronic, audiovisual and print media. Expert knowledge of technical developments in hardware, software, and multimedia design tools.

Abilities and Skills: Excellent customer service orientation, interpersonal and cross-cultural skills.
Excellent communication skills as well as working knowledge of major digital media publishing software like desktop Publishing, Video editing, and web authoring.

SELECTION PROCESS

It is essential that all candidates address the required qualifications above in the application. When equally qualified, candidates will be given preference in the following order: Appointment Eligible Family Members, U.S. veterans claiming preference, and all others.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Applicants must be eligible for employment under host government laws and regulations.
3. Current employees serving a probationary period are not eligible to apply.
4. Appointment Eligible Family Members (AEFMs) who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Management may decide to hire at a trainee level a selected candidate who meets the requirements as advertised.

TO APPLY

All interested candidates **must** follow the NEW application procedures and carefully read the guidelines outlined in the “*How to Apply*” section available on <https://eservices.usembassy.it/recruitment/>

To apply, please:

- Go to <https://eservices.usembassy.it/recruitment/> and select the vacancy announcement you are interested in or enter this vacancy announcement number.
- Fill out the electronic Application Form and submit it as indicated in the “*How to Apply*” section.

NOTE: Un-completed Application Forms will **not** be considered and examined.

Please note that supporting documents showing evidence of the information given in the Application Form will be requested to all short-listed candidates at a later stage. More specifically:

- All non-EU short-listed citizens will be contacted upon receipt of their Application Form to provide evidence of their authorization to work in Italy (*i.e. copy of their permesso di soggiorno*);
- All short-listed U.S. Veterans claiming preference will be contacted upon receipt of their Application Form to provide a copy of their **Form DD-214** (*i.e. Certificate of Release or Discharge from Active Duty*).
- Current employees who have completed their probationary period and who intend to apply, must be aware that upon receipt of their Application Form, the HR Office will contact their American supervisors to make sure the office has been properly informed.

Failure to submit the above indicated documents will result in the applicant being excluded from the selection process.

Closing date for this position is: Extended to August 28, 2009
An Equal Opportunity Employer

The US Missions in Italy provide equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Only applications received in the Office of Human Resources by the closing date of this job notice will be considered and only shortlisted candidates will be contacted. To all applicants we extend our appreciation for considering the U.S. Government in Italy as a potential employer.	<i>Solo le domande ricevute nell'Ufficio Risorse Umane entro la chiusura di questo bando verranno considerate e solo i partecipanti inseriti nella rosa dei candidati più qualificati verranno contattati. A tutti esprimiamo il nostro apprezzamento per l'interesse mostrato in un impiego presso il Governo degli Stati Uniti in Italia.</i>
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DEFINITIONS

Appointment Eligible Family Member (AEFM): A type of Eligible Family Member that is eligible for direct-hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;

Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.